

4.8.11 Enter SRD & GSA Control Number

This function allows the user to enter the jointly determined Surplus Release Dates (SRD) by GSA and the Property Disposal Officer (PDO) and the GSA supplied Control Numbers that identify when personal property is available for sale. All items in a Component System are assigned the same SRD. Additionally, a Component System's SRD and OFA End Date are set to the same value.

The user may enter the GSA Surplus Release Date or GSA Control Number or both data fields for up to ten (10) Property Case Numbers per screen. A Component System has a GSA Control Number for each item record in the Component System.

NOTE: SRD and GSA Control Numbers must be changed through this process. Once the SRD is entered, the OFA Begin Date may not be modified in any other process (i.e., Change), since these dates must be the same.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB), type **5** at Enter Selection to access the Transaction menu.
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM TRANSACTION MENU TX	03/01/01 09:23:49 MSXXX
---------------------	--	-------------------------------

Selections:

1 Add	8 Reversal
2 Change	9 Convert Case to Component
3 Delete	10 Convert Component to Case
4 Receipt	11 Enter SRD and GSA Control No
5 Sales	? In any field for Help
6 Exchange (Trade-In)	. Exit Transaction Process
7 Freezes and Dispositions (Includes Scrap and Surveys)	

Enter Selection: _____

Prop Case No: 804101 _____ Item Id: _____

ECN: _____ Cust Acct No: _____

ERN: _____ (For Reversal only)

Trans Id: _____ (Process Final Disposition w/o Freeze)

Navigation: _____

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

HELP LOPF PREV RVW CNCL CLEAR EXIT

INPUT DATA

- Enter Selection input value = 11
- Press <Enter>. NPDMS displays the ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER screen (ND4410MA).

ND4410MA / ND4410PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER EN SR	03/01/01 09:26:30 MSXXX
---------------------	--	-------------------------------

FEDSTRIP AAC: 804101

Prop Case No	Surplus Release Date	Please Enter 'Y' to Add a GSA Control Number
7330S152	— — —	—
	— — —	—
	— — —	—
	— — —	—
	— — —	—
	— — —	—
	— — —	—
	— — —	—
	— — —	—

MORE: N

Navigation: _____

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

HELP LOPF PREV CNCL PGUP PGDN CLEAR EXIT

INPUT DATA

- Property Case Number
- Surplus Release Date input format = **MM/DD/YYYY**
- Enter 'Y' to ADD a
- GSA Control Number
- More input value = **Y** if there are additional records to process (the defaults to **N**) system
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If Enter 'Y' to ADD a GSA control Number is blank, the system displays the the Transaction Menu (ND5000MA) along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.
- If Enter 'Y' to ADD a GSA control Number is **Y**, NPDMS displays the Component System ND4110MB pop-up window or the Single Item ND4110MC pop-up window.
- If a **Y** is entered at the Enter 'Y' to ADD a GSA Control Number field and the Property Case is a Component System, the following pop-up window ND4410MB displays:

```

09:48:51
MSXXX

ND4410MB                Component System

Prop Case No:

Item Id                  Item Name                  GSA Control Number

                                     _____
                                     _____
                                     _____
                                     _____
                                     _____
                                     _____
                                     _____
                                     _____
                                     _____
                                     _____

Please Enter 'C' to Cancel: _           More:

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV          CNCL          PGUP  PGDN  CLEAR          EXIT

```

INPUT DATA

- GSA Control Number
- If the More field displays a **Y**, press the **PF20** Key to scroll down and enter additional GSA Control Numbers. Press the **PF19** Key to scroll up and view previous items. Once entry and viewing is complete, press **<Enter>**. NPDMS redisplay the ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4410MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.
- If the More field displays a **N**, press **<Enter>**. NPDMS redisplay the ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4410MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.
- If a **Y** is entered at the Enter 'Y' to ADD a GSA Control Number field and the Property Case is a Single Case, the following pop-up window ND4410MC displays:

```
Navigation:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV          CNCL          PGUP  PGDN   CLEAR          EXIT
```

- GSA Control Number
- Press **<Enter>**. NPDMS redisplayes ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4110MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.
- If a **Y** is entered at the More field, the (ND4410MA) ENTER SURPLUS RELEASE DATE & CONTROL NUMBER screen is redisplayed for entry of additional Property Case Numbers.
- If a **N** is displayed at the More field, the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.
- An E04 Transaction Record and unique Property Transaction ERN are generated for each Property Case Number entered and written to the

NPDMS Transaction File. The Case Records' Surplus Release Date and OFA End Date are updated with the same value on the Case File.

4.9 INVENTORY

Note: The NPDMS inventory subsystem is not currently being used. This documentation is being left in place in the event it is re-implemented at a later date.

This process allows initiation of the inventory subsystem. This subsystem provides the PDO with a mechanism to assist in the conduct and recording of required inventories.

Occasionally, items are not found or are not accounted for during this process. Item discrepancies between the NPDMS Data Base and physical inventory records are researched. The results of the research are recorded in the NPDMS Data Base (using the Add, Change, Receipt, Dispositions, and/or Survey Lost Personal Property processes) to bring it into agreement with the physical inventory. This process provides the following options:

- Capture Pre-Inventory Case Data
- Enter/Delete Inventory Data
- Produce Post Inventory Report for Matched and/or Unmatched Items
- Print Final Inventory Report.